

Developmental Disabilities Council

Meeting Minutes

Wednesday, September 11, 2019

DDDS Fox Run, 2540 Wrangle Hill Road, Bear DE

AND DDC Office, 410 Federal Street, Dover DE

6:00 – 9:00 p.m.

Members Present: Michael Harris (Vice-Chairperson), Teesie Bonk, Maitri Campbell, Moni Edgar, Alvin Emory, Jr., Karen Gallagher, Derrick George, Isabel Rivera-Green, Laura Greene, Terri Hancharick, Katie Howe, Nancy Lemus, Debra McCann, Daniese McMullin-Powell, Dale Matusевич, Joseph Merritt, Jr., Beth Mineo, Laura Waterland

Members Absent: Rick Kosmalski (Chairperson), HarrietAnn Litwin, Katie Macklin, Carrie Melchisky, Angela Mitchell, Chris Oakes, Shawn Rohe

Staff: Stefanie Lancaster, Kristin Harvey, Emmanuel Jenkins, Rachel Engle (intern)

Guests: Victoria Counihan (Deputy Attorney General), Catherine Pringle, Beth MacDonald

- I. Call to Order** - Michael Harris (Vice-Chairperson) called the meeting to order at 6:07 p.m.
- II. Approval of Minutes – July Council meeting minutes** – One minor edit was requested. Teesie Bonk should be listed as present at the July Council meeting. With that minor edit, the Council voted to approve the July Council meeting minutes.
- III. Approval of the Agenda** – The agenda was approved as submitted.
- IV. 5 Minute Public Comment Period** – Beth MacDonald, from the Division of Public Health (DPH) Office of Preparedness, provided information to the Council about an upcoming exercise that DPH will be hosting which is an exercise to evaluate their response capability in supporting people with access and functional needs in disasters with public health impacts. DPH is looking for volunteers with and without disabilities to assist in this exercise. These events will be held at Del Tech Terry Campus and Del Tech Stanton Campus. The last day to sign up for the events is Sunday, 9/22.
- V. Chair's Report** – In the absence of Rick Kosmalski, chair of the DDC, there was no chair report at this time. Michael Harris, Vice-Chair, did thank everyone for coming to this meeting as it is largest presence the Council has had in several months.
- VI. Staff Report** – Staff members reported the following:
 - a. Kristin reported:**
 - i.** Kristin welcomed Rachel Engle, a Del Tech student who is interning with the DD Council staff through early December. Rachel spoke regarding her major and what she intends to gain from the internship to help support her daughter who has a disability.
 - ii.** A policy call recently took place with the National Association on Council with Developmental Disabilities (NACDD) regarding the Public Charge Rule. This would affect the immigration status of anyone with a disability who is trying to immigrate or visit the U.S. NACDD is opposed to this rule and has signed onto an Amicus Brief. The Disabilities Law Program (DLP) and the University of Delaware Center for Disabilities Studies (CDS) have also signed on.

- iii. The Disabilities Law Program (DLP) has requested letters of endorsement from the DD Council regarding each of their priorities for the coming year. Information was shared with the members present. Kristin stated that the Council needs to vote on who to delegate the authority to with regards to composing these letters. With little discussion, the Council voted to delegate authority to the Policy & Law committee to review the priorities and give their permission to Kristin Harvey to compose the letters on the Council's behalf.
- iv. An update was provided on the status of all active projects.

b. Emmanuel reported:

- i. Facebook likes are now over 1000. The Council is utilizing Facebook Events to promote the LIFE Conference and to increase registration.
- ii. Focus will now be shifted to Twitter to increase the number of followers to 500 by the next Council meeting.

c. Stefanie reported:

- i. As requested at the July Council meeting, staff reached out to the full Council to see who would be interested in participating in a training to understand the scoring process with Government Support Services (GSS) and DDC's contracts. Having received no responses, the staff will not plan a training session but will help members on a one-on-one basis as requested.
- ii. With over \$7,000 remaining in 2018 DDC Grant Funds that needs to be obligated by September 30, 2019, Stefanie reviewed information regarding a few sponsorship opportunities that could quickly spend these remaining funds so that they are not reverted back to the federal government. Those opportunities are:
 - 1. Outside the Box Conference – DDC has sponsored this conference in the past. This conference is being held October 11 & 12, 2019 at Dover Downs Conference Center in Dover, DE. This conference could be sponsored from \$500-\$5,000. This would address the objective in the current State Plan titled HC3.
 - 2. Delaware Healthcare Forum – This is an annual forum being held at Del Tech Community College in Dover. This event would be held on October 29, 2019. This event could be sponsored from \$500-\$5,000. After some discussion, it was noted that this conference is more for professionals on a higher scale and could not easily be identified with addressing a goal in our State Plan.
 - 3. Transition Conference- This conference will be held at Dover Down Conference Center on December 13, 2019. This conference could be sponsored at any level up to \$10,000. This would address the objective in the current State Plan titled EEI2.
 - 4. National Alliance on Mental Illness (NAMI) Conference – This conference will be held on October 10, 2019 at the Chase Center in Wilmington. DDC has sponsored this conference in the past at either \$1,000 or \$2,500 level. This would address the objective in the current State Plan titled SA3, SA4, HC1 and HC3.

After some discussion, the Council stated that if the registration was still open to process the registration and payment for the Outside the Box Conference, then the Council would vote to fund the Outside the Box Conference, Transition Conference and NAMI Conference at \$2,500 each. If the registration for the Outside the Box Conference was not going to be an option, then the Council voted to split the remaining funds that needed to be obligated evenly between both conferences. Stefanie will update the Council at the next Council meeting as to the status of the sponsorships.

VII. Financial Report – Stefanie Lancaster reported that with the votes taken this evening, all of the 2018 Grant funds will have been spent or obligated on projects. Therefore, no funds will be reverted back to the federal government. The Council currently has some projects that will begin soon to begin obligating and liquidating the 2019 grant funds.

VIII. Current Business

a. 2022-2027 Strategic Planning – proposed Scope of Services – vote needed – After little discussion, the Council voted to approve the proposed Scope of Services to obtain a contractor to plan and facilitate the next Five Year State Plan development. The amount approved for this project is \$15,000. Kristin will work to get this information sent to GSS to put this out for Request for Proposals (RFP).

b. DDC Bylaws – review of proposed changes – discussion needed- A copy of the DDC Bylaws reflecting the current version with proposed/recommended edits to date were shared with members present. The Council reviewed all proposed edits and were able to add feedback to all proposed changes. The Council will review these again at the November meeting for a final vote.

One item to note during the Bylaws discussion is a vote that took place regarding the delegation of authority to the Executive Committee, on behalf of the Council, to approve requests of a time-sensitive nature regarding legislation, funding requests or approving requests for proposals. Council unanimously voted to approve this.

IX. Committee Reports

- a. Personnel Committee – Updates on hiring new Executive Director – status** – The Personnel Committee voted to approve a job posting that they assisted in developing. There are some processes that have to take place to switch the position from being a state Merit position to an Exempt position before it can be posted. Once the notification has been received that the job is posted, DDC staff will forward that information to the Council for them to share with anyone interested in applying.
- b. Advocacy & Outreach Committee** – The Advocacy and Outreach committee met for the first time on August 22nd after the recent consolidation of the Children & Families and Adult Issues committee. The Committee voted to meet monthly on the last Thursday of each month with the exception of November (no meeting) and December (1st Thursday). A calendar of dates was shared with the committee.
- c. Policy & Law** – With no comments received from the Council with regards to changes requested to the proposed Assisted Suicide Position Statement revisions, the committee stated that the current position statement from 2011 will remain as is.

- d. **Consumer Caucus** – The Consumer Caucus members met at 5:00 p.m. this evening to review the agenda for the full Council meeting and discuss any questions or concerns that the members might have. The committee agreed to continue to meet on the same day as the Council meetings, one hour prior to the start of the Council meeting.
- e. **Partners Oversight** – Kristin provided an update on the completion of the Junior Partners in Policymaking contract and the status of the RFP currently at GSS to get a contract in place for this year's adult Partners in Policymaking program. Information will be shared with the Council regarding the upcoming program as it becomes available. The Council also requested that the Junior Partners graduates from this year's program be invited to a Council meeting for formal recognition of their completion of the program.

X. New Business

- a. **ADA Leadership Network training recap and training session for all members (25-30min)** – The members that recently attended the ADA Leadership Network training will begin planning training sessions for members to share information that may be helpful to members as they continue to advocate for change for people with disabilities.

XI. Other Council Business

- a. **Trip reports from those who have traveled to AUCD, AAIDD and Disability Policy Seminar trips (presentations as time permits – if unable to give in person, paper copies of traveler's trip reports will be submitted and distributed to full Council)** – A copy of Terri Hancharick's Disability Policy Seminar trip report was disseminated to all members to review.

XII. Adjournment – The meeting adjourned at 8:55 p.m.

*****In accordance with 29 Del. C. 10004 (e)(2), this agenda was posted at least seven days in advance of the meeting.**

*****This agenda is subject to change to include the addition or deletion of items which may arise at the time of the meeting.**

*****Agenda items listed may be considered out of sequence.**